**Setting up a Titan Pad Collaborative Writing Project for Your Class**

**Public Pad – no signup/login**

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| 1*.* Go to *[http://titanpad.com](http://titanpad.com/" \t "_blank)* | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 9.38.45 AM.png** |
| 2.Create a Public Pad for each group (public pads are limited to 8 or fewer users) | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 9.38.26 AM.png** |
| 3. Copy the link for your pad and share it with your students. (You can do one pad for each group in your class and assign a pad to each of the groups.) You can share links by creating a wiki page or by putting the group name and link to the pads on a MS Word and putting the document into your public folder on your school server.  \*To make the links easy for your students to type, you may want to use [tinyurl.com](http://tinyurl.com/) | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 9.54.47 AM.png** |

**Pro Pad – Must sign up and students must have accounts (that you create, not them) This is a team site, or a “list” of pads and you can create as many as you wish. Getting to them does require logging in, so no one can stumble upon your class work. You must add students individually with email/name/password.**

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| 1. Go to   <http://titanpad.com/ep/pro-signup/>   * Type in the name (no spaces) you would live to give your team site   *\*This will become the first part of the web address for your site, so choose something that students can remember AND spell/type*   * Type in Your full name and email address * Click on Create team site now | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.08.06 AM.png |
| 2. Check your email | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.08.19 AM.png** |
| 3. Look for an email from TitanPad in your Inbox. | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.14.03 AM.png** |
| 4. Open the email and click on the link. | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.14.32 AM.png** |
| 5. Create your password as directed and click on Update Password | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.14.47 AM.png** |
| 6. Click on Create new pad | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.15.19 AM.png** |
| 7. This takes you to a pad. Note that it is called Untitled 1 (top left). | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.18.40 AM.png** |
| 8. Click on the title space (Untitled 1) and type in the name you wish your pad to have. | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.19.10 AM.png** |
| 9. Click Return to Pad list (top left) | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.19.26 AM.png** |
| 10. Click on Admin (at the top) and Manage Accounts to add student accounts (or accounts for other teachers if the project is cross curricular, you can even make the teacher an administrator!)  11. Click on Create new account above the list of Names | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.19.44 AM.png** |
| 12. Enter email, full name (as you wish it to appear in your list, note that I wanted to know that this was linked to Chris Pugh’s gmail account  \*Actual email addresses are hidden for our protection. ☺ | **Macintosh HD:Users:Teacher:Desktop:Screen Shot 2012-06-18 at 10.20.07 AM.png** |
| 13. Have students go to email and check for message from TitanPad with the link. They will click on it and enter a password. From that point on you only need to share the link with them and they will use their own email address and password to sign in. They can see edit all of your pads, so tell them which one you want them to use. YOU CAN SEE who has made each edit because they are signed in. | |